

**27th**

# **Annual Report**

**Ohio  
Civil Rights  
Commission**





RICHARD F. CELESTE  
Governor



# OHIO CIVIL RIGHTS COMMISSION

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December 8, 1986

The Honorable Richard F. Celeste  
Governor, State of Ohio

The Honorable Paul E. Gillmor  
President, State of Ohio Senate

The Honorable Vernal G. Riffe  
Speaker, Ohio House of Representatives

Gentlemen:

In accordance with Section 4112.04(A) of the Ohio Revised Code, the Ohio Civil Rights Commission hereby submits its TWENTY-SEVENTH ANNUAL REPORT.

The Commission is extremely appreciative of the support of both the Executive and Legislative Branches of the Ohio Government. Your continued efforts toward improving the civil rights laws are essential.

Respectfully,

FOR THE COMMISSION

REVEREND, PHALE D. HALE, D.D.,  
CHAIRPERSON

## Ohio Civil Rights Commissioners



**Jose A. Villanueva**



**Ronald C. Morgan**



**Rev. Phale D. Hale**  
Chairperson



**Catherine Ellis**



**Alyce Lucas**

## Administrative Staff

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Executive Director

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William C. Betcher, Chief

**Education and Community  
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Carol Hall, Director

**Affirmative Action Unit**  
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**Hearing Examiners Unit**  
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**Handicap Unit**

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ESTABLISHED: 1959

STATUTORY AUTHORITY: Chapter 4112, Ohio Revised Code  
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# Table of Contents

## Ohio Civil Rights Commission

Foreword .....	vii
Introduction .....	1
State & Federal Worksharing .....	1
The Case Load .....	1
Case Capsules .....	2
Compliance .....	6
Affirmative Action Unit .....	7
Special Investigation Unit .....	7
Hearing Unit .....	7
Handicap Unit .....	8
Department of Education and Community Relations .....	8
Training Unit .....	9
Communications Unit .....	9
Recommended Legislation .....	9
General Charge Process Procedures .....	27
Appropriations & Expenditures .....	28



## Foreword

The long-range goal of the Commission is the reduction of discrimination and discriminatory practices in Ohio. To attain this end, the Commission attempts to resolve complaints through the administrative complaint processing system as opposed to litigation. The format is valuable to the complainant and employer in terms of time and cost.

Ohio citizens have a right to expect their government to act responsibly in protecting their civil rights by including prohibitions against all facets of discrimination.

In the 27 years of the existence of the Ohio Civil Rights Commission, the struggle to enforce the Ohio Laws Against Discrimination has become more sophisticated, and the Commission has adapted to the requirements of the day. Just as state and federal laws have changed, so has the Commission's organizational and enforcement structure changed in order to obtain the most effective and efficient processing of charges of discrimination.

In the previous Annual Report (26th Edition) it was stated that the Equal Employment Opportunity Commission and Ohio Civil Rights Commission were working on a *demonstration* project to computerize both agencies. These endeavors are just about completed. The end result will represent a genuine success story in that it benefits the complainants, respondents and the taxpayers who fund these agencies.

The Ohio Civil Rights Commission is proud to have been at the leading edge of the application of this modern technology for case efficiency.

The Commission's program both educational and regulatory are first and foremost in broadening the scope of all of our citizens' civil rights.

Commission staff members are to be commended on their excellent technical skills and sincere commitment to the work of the Commission and I appreciate this dedication.

I would be remiss if I did not recognize each of the Commissioners who contribute much, much time, efforts and wisdom in formulating policy and supporting its implementation by the Agency staff.

The Ohio Civil Rights Commission is still at the pinnacle of those agencies (nationwide) that are designated as 706 agencies by the United States Equal Employment Opportunity Commission. This achievement, along with the support we have received from the Executive and Legislative branches, will continue to enable the Commission to strive to meet the challenge.

A handwritten signature in cursive script that reads "Robert D. Brown".

ROBERT D. BROWN  
Executive Director

## Introduction

Many charges of employment discrimination filed with the Ohio Civil Rights Commission are also within the jurisdiction of the Equal Employment Opportunity Commission, which receives and processes charges alleging Violation of Title VII of the Civil Rights Act of 1964. According to Section 706 of the Equal Employment Opportunity Commission's enabling legislation, allegations of unfair employment practices that are within the jurisdiction of the Equal Employment Opportunity Commission and also fall within the jurisdiction of a state which has laws substantially equivalent to the Federal law; these charges may be processed by the state agency rather than by the Federal Commission. Such 706 agencies may receive charges of employment discrimination on behalf of the Equal Employment Opportunity Commission. The Equal Employment Opportunity Commission also defers processing of charges to the 706 enforcement agencies. The Ohio Civil Rights Commission is recognized as a Deferral Agency.

Charges of employment discrimination which are filed with the Commission; the complainant may simultaneously file the charge with the Equal Employment Opportunity Commission. These charges are called dual filed charges. The Equal Employment Opportunity Commission defers processing of charges to the Ohio Civil Rights Commission, but may assume jurisdiction if they wish to do so. Also, since the Ohio Civil Rights Commission has Certification, there is a different procedure that is now followed. The Equal Employment Opportunity Commission is now required only to do a random or periodic review of Ohio Civil Rights Commission cases which is called Substantial Weight

Review.

In addition to work sharing arrangements with the Equal Employment Opportunity Commission, the Ohio Civil Rights Commission participates in a Memorandum of Understanding with the United States Department of Treasury Office of Review Sharing and with A-95 Project Notification and Review System. In this agreement the Ohio Civil Rights Commission measures the civil rights impact and implications of Federally assisted programs of recipients receiving revenue sharing funds.

Beyond these enforcement responsibilities, Chapter 4112 requires the Commission to receive affirmative action progress reports from political subdivisions (county, municipal, and state), and establish a Department of Education.

The Ohio Civil Rights Commission investigates complaints and through conciliation and formal proceedings brings the offender into compliance with the law.

The Equal Employment Opportunity Commission may also review an Ohio Civil Rights Commission case at request of the complainant.

## State and Federal Worksharing

The Ohio Civil Rights Commission has excelled again, in completely satisfying the FY 1986 contract awarded by the Equal Employment Opportunity Commission. Processed through Investigation, Conciliation, Hearings and/or Litigation, OCRC submitted final resolution on 4068 individual Title VII charges. Another 516 Final Actions were submitted on individual Age Discrimination charges.

OCRC and EEOC have now experienced more than eight (8) years of worksharing. Major meetings during the current year gave opportunity for innovative ideas on

each side to be exchanged and initiated. Standardization of basic procedures has perceptually raised the level of expertise within both agencies. Charge processing methods between the two (2) has moved from comparable to identical. Greater productivity within the system results therefrom.

Last year OCRC and EEOC were reported to be homogenizing an electronic data system to further enhance case processing. FY 1987 signals advent of the Agency's cybernation. A quantity of personal computers have been installed and personnel trained. Thus equipped, it is expected that the contract award: 3,520 Title VII charges, 440 ADEA charges, 53 Title VII and ADEA charges through Hearing and/or Litigation, will be processed with ease.

## Case Load

During Fiscal year 1986 (July 1, 1985, through June 30, 1986) the Ohio Civil Rights Commission received 6,524 charges of discrimination. This total represents 16% increase over the previous year (see Tables I and II).

**TABLE I DISTRIBUTION OF NEW CHARGE INTAKE DURING FISCAL YEAR 1986**

REGION	NEW CHARGES	PERCENT OF TOTAL
Northeast (Cleveland)	1,293	20.00
Southwest (Cincinnati)	1,689	26.00
Southeast (Columbus)	947	14.00
South Northeast (Akron)	914	14.00
Northwest (Toledo)	1,032	16.00
North Southwest (Dayton)	649	10.00
TOTAL	6,524	100.00

**TABLE II NEW CHARGES FILED 1981-1986**

REGION	CHARGES	PERCENT CHANGE BETWEEN FISCAL YEARS
1981	4,873	+ 1.8
1982	3,859	-20.8
1983	4,256	+10.3
1984	4,613	+ 8.4
1985	5,622	+21.9
1986	6,524	+16.0

**TABLE III TYPES OF CHARGES FILED FISCAL YEAR 1986**

JURISDICTION	NUMBER	PERCENT OF TOTAL
Employment	6,328	97.00
Public Accommodations	109	1.70
Housing	48	.70
Credit	39	.60
TOTAL	6,524	100.00

**TABLE IV BASIS OF CHARGES OF ALLEGED DISCRIMINATION FOR FISCAL YEARS 1985 AND 1986**

BASIS	1985	PERCENT	1986	PERCENT
Race/Color	2,679	47.12	3,382	50.00
Religion	64	1.03	111	1.00
Sex	1,394	24.50	1,432	21.00
National Origin/Ancstry	157	2.81	156	2.00
Handicap	598	9.50	586	9.00
Age	660	11.60	755	11.00
Retaliation	193	3.40	390	6.00
Ancstry	2	0.04	0	0.00
TOTAL	5,687	100.00	6,812*	100.00

\*Disparity between number of charges filed and bases is that some charges were filed on two or more bases.

## Case Capsules

### Handicap and Retaliation:

Charging Party was dismissed by respondent because of a perceived handicap. Charging party had surgery for a back injury which was work-related. Charging party was on worker's compensation. Both charging party and respondent agreed to resolve his first charges based upon a neutral third medical opinion. The doctor recommended reinstatement with a work restriction. Respondent refused to reinstate charging party. Charging party filed a charge of retaliation. Both charges were subsequently resolved with charging party being fully reinstated, full restoration of benefits, lump sum settlement, and reasonable accommodation to include a rehabilitative program to acclimate charging party to perform his job duties. The total monetary sum was \$27,000.00.

### Race, Sex and Handicap:

Ninety-one (91) charging parties filed individual charges alleging that respondent was not in compliance with 4112 and Title VII in the hiring of blacks, promoting females, and that respondent discriminates against the handicapped with their attendance policies. Respondent voluntarily proceeded to comply with the Civil Rights Laws by hiring 25-30 blacks, promoting females, and took the attendance policy before a union arbitrator for a decision.

### Race, Sex, Religion, Handicap and Age:

Seventy-two (72) multiple charges were filed by individual charging parties based on race, sex, religion, handicap and age against two State agencies, which resulted in a change in their policies in posting, promotions and testing of numerous positions which impacted all current employees,

**TABLE V SUMMARY OF CASE PRODUCTION — CLOSED MATTERS**

REGION	NUMBER	PERCENT
Negotiated Settlement	794	15.40
Conciliation Agreement	32	.60
Withdrawal of Charge With Settlement	341	6.70
No Probable Cause	3,006	58.00
Withdrawal of Charge	482	9.30
No Jurisdiction	106	2.00
Administrative Closure	414	8.00
<b>TOTAL</b>	<b>5,175</b>	<b>100.00</b>

**TABLE VI MONETARY BENEFITS COLLECTED DURING FISCAL YEAR 1986**

REGION	DOLLAR AMOUNT
Northeast (Cleveland)	428,958.21
Southwest (Cincinnati)	626,697.71
Southeast (Columbus)	527,787.20
South Northeast (Akron)	206,224.96
Northwest (Toledo)	1,014,709.41
North Southwest (Dayton)	410,639.41
Office of the Attorney General	310,896.64
<b>TOTAL</b>	<b>3,525,913.54</b>

and all individuals seeking State employment. Both respondents agreed to change their policies, and charging parties withdrew their charges.

**Public Accommodation:**

The complainant has Lupus and requires shade from the sun. Although an avid golfer, respondent's facility was unable to provide the complainant with a covered golf cart. The complainant has a specially designed golf cart of her own which respondent would not allow her to use. Respondent's contract with an outside golf cart company stipulates that no carts other than their own will be utilized. In addition, respondent's insurance policy does not cover the use of outside golf carts. Respondent was

willing to modify a cart at complainant's expense. Complainant did not accept the offer.

The case was dismissed as no probable case in accordance with Ohio Civil Rights Commission Rules under handicap discrimination 4112-5-06(D)(4) which states that respondent can claim an undue hardship in accommodating a handicapped individual because of the requirements of other laws and contracts.

**Terms and Conditions:**

Charging party, a black female, filed a charge of discrimination against a local restaurant, after she was told to alter her hairstyle or she would no longer be scheduled to work.

Charging party alleged that her hair was beaded and braided and that it was in compliance with requirements in respondent's personnel handbook. Charging party alleged that caucasians violated hairstyle policies and no action was taken. She further alleged that respondent was uncomfortable with her hairstyle because it was indicative of her black heritage.

Respondent presented a business necessity defense in that he alleged that the restaurant was a "theme" restaurant and that the employees who meet the public are required to wear a uniform in conjunction with the "theme".

Charging party agreed to settle the case if the respondent agreed to equally apply the dress throughout the entire workforce.

Respondent further expunged the record that the charge was filed.

Respondent and charging party have continued an amicable work relationship.

**Age:**

Two (2) police officers filed charges against a municipality and its officiating entities alleging age discrimination. The municipality would not allow the officers to take an examination because of the age limit of 35.

The Negotiated Settlement Agreement was obtained agreeing to exclude age as a requirement for testing which effects any and all individuals applying for the position of police officer.

**National Origin:**

A male from India, i.e. Pakistan, worked in the warehouse for a supply company for seventeen (17) years. In March 1985, the company terminated him, alleging a reduction in force. In the interim, he gained employment elsewhere, but was convinced that he had been terminated due to his national origin. The male filed two charges against the respondent. The Com-

mission found probable cause. Complainant was reinstated with full seniority and benefits. He also was paid the difference in pay had he not been terminated. Total monetary relief obtained - \$24,912.00.

**Handicap:**

Charging party, a 41 year old person handicapped with color blindness, filed a charge of discrimination against a railroad company. Charging party alleged that he was a brakeman/conductor for 22 years and was removed from service after he was given a vision test. Charging party alleged that he made no errors in distinguishing red and green. Charging party was restricted to yard service. Respondent alleged that charging party was restricted to yard service for charging party's personal safety and that of his fellow workers, according to company policy.

During the investigation, respondent and charging party entered into a negotiated agreement which allowed charging party substantial input into defining the terms and circumstances for a second eye test.

The charging party successfully passed the second test.

**Race:**

Seven black charging parties filed charges against a fast food chain after they were discharged by the company. The charging parties all alleged that they were given no training, were shown no standards and finally, after discharge, all were replaced by caucasians.

Respondent alleged that after a machine broke down, he told three of the charging parties to go home. However, based on the fact that they all car pooled together, all seven had to leave. The respondent contended that he could not afford to risk losing 20% of his workforce if one person had to leave.

During the course of the investigation, the respondent made a

monetary offer of settlement to the seven charging parties and the cases were closed as negotiated settlement agreements.

**Sexual Harassment:**

Charging party, a female, filed a charge against a local radio station, alleging sexual harassment by the operations manager. She further alleged that although she had progressed to news director, a newly hired male reporter was earning more than she.

The respondent denied discrimination but agreed to settle the case during the course of the investigation.

The operations manager was terminated from his position and the charging party was awarded a cash settlement of \$1,700.00.

**Handicap:**

The complainant was a security guard on patrol at the museum. He had a fainting episode on one occasion and fell causing damage to art objects. Respondent discharged him although a full thorough doctor's examination concluded that the complainant would probably not faint on the job again. The complainant accepted two weeks pay as settlement of his case. The complainant was an epileptic.

**Sexual Harassment:**

Complainant filed a charge of discrimination against the respondent after she was discharged.

Complainant alleged that she was discharged after the owner's wife found out that the complainant complained to the restaurant hostess about the owner sexually harassing her. The respondent contended that the complainant was discharged because she could not work a number of days on the respondent's schedule. This was not found to be true.

Investigation substantiated the complainant's allegations with a number of witnesses who verified that they had all been sexually harassed by the owner or the

owner's son. One witness ended up filing a charge of discrimination against the respondent, which also received a recommendation of probable cause. Investigation substantiated that the owner and his son were often found to be touching the waitresses, asking them out on dates and trying to set the waitresses up with other male relatives visiting the owner of the restaurant.

The cases were heard by a hearing examiner and the "probable cause" recommendation was upheld for both cases. Both complainant's received back pay awards. Neither wanted reinstatement.

**Age:**

Charging party filed a charge affidavit alleging an unlawful discriminatory employment practice by respondent because of his age.

The charging party alleges that he was denied a promotional opportunity for which he was qualified due to his extensive experience with the respondent and in his current division. Charging party alleges the successful applicant is approximately thirty (30) years of age and has no supervisory experience. The Commission made a finding of probable cause. The respondent provided the Commission the signed Conciliation Agreement and Consent Order which was approved by the Commission.

Charging party was awarded expungement of records, promotion to first available supervisory position, and the difference in his salary as compared to the raise he would have received had he been promoted which is \$2,083.20. The above cited amount will also include undetermined amount of overtime pay and amount calculated at 6% annum. Front pay - \$13.81 X 2080 hours - \$28,724.80.

**Sex:**

Charging party filed a charge affidavit alleging that she had been

denied a promotion to the position of chemist. She alleged that respondent had denied her these promotions for reasons not applied equally to all persons without regard to their sex.

An investigation of this charge was conducted and probable cause was found. After conciliation efforts failed, a Formal Complaint and Notice of Hearing was issued.

The Commission approved and ratified the Conciliation Agreement and Consent Order.

Charging party was awarded the sum of \$500.00 and a neutral letter of reference.

**Age:**

By affidavit charging party alleges that respondent has engaged in discriminatory practices because of his age. Charging party alleges that he was discharged by respondent.

During the interim of the investigation, charging party and respondent resolved this matter. Charging party withdrew his charge with the following settlement terms of Remedial Relief in the amount of twelve thousand five hundred dollars (\$12,500.00).

**Sex:**

Charging party, a male, filed a charge affidavit. The charge alleged that charging party applied for and was denied the position of cashier on the basis of his sex, male. Moreover, charging party was advised by respondent that it was only taking applications for the position from females only.

The Commission investigated the charge, found probable cause and unsuccessfully attempted to conciliate the matter. The Commission subsequently issued a Complaint and Notice of Hearing.

Prior to the hearing, satisfactory settlement of the controversy was reached by the parties. Charging party ultimately secured a better paying job and did not desire reinstatement. Respondent agreed to

pay charging party \$750.00 representing full remedy. (backpay).

**Handicap:**

Charging party filed a charge affidavit alleging the respondent committed an unlawful discriminatory act, i.e. discharged him due to his handicap. An investigation of this charge was conducted and probable cause was found with respect to the charge. After conciliation efforts failed, a Formal Complaint and Notice was issued.

Prior to the scheduled Public Hearing in this matter, respondent and charging party obtained the settlement which all parties felt was an appropriate resolution of this matter. Respondent agreed to reinstate charging party to his job of tank cleaner and to pay charging party the sum of four thousand dollars (\$4,000.00). Respondent will also purge its personnel files of all notations and references to charging party's discharge and charge of discrimination.

**Handicap:**

The charging party is a handicapped person and the respondent refused to allow her to return to work after being released by her doctor.

The charging party and respondent entered into an Negotiated Settlement Agreement and the terms of that agreement are as follows:

The complainant was recalled to work and received her original seniority and all rights and privileges of employment, retroactive to the date she was medically released to return to work. The respondent paid her the amount of wages she would have earned from the date of release by her doctor to the date of settlement (April 18, 1986) and the respondent expunged her personnel file of all information leading to and inclusive of the subject charge filing.

The complainant's frontpay was computed to be \$9,520.00 for one year from the date of reinstatement

and the backpay award was \$457.32 (net).

**Sex:**

Charging party, a female, had been respondent's most successful sales person. When a position of District Manager came open, charging party applied for and was promoted to the position. She became respondent's most successful district manager. Despite her success, she was told by respondent's upper management that she was too aggressive and not feminine enough.

Due to a reorganization charging party was demoted to her previous sales position. A male who was not nearly as productive as charging party (as a salesperson or as a district manager) was kept on as a manager and charging party had to report to him. When charging party asked for an explanation, respondent told her it was simply a business decision. Charging party resigned her position, filing a charge of sex discrimination with Ohio Civil Rights Commission. An investigation supported charging party's allegations and a finding of probable cause was made. During the conciliation process, respondent offered a settlement of \$20,000.00 which charging party has accepted. Charging party is currently working in a management capacity for a competitor of respondent and is doing very well.

**Handicap:**

Charging party, a handicapped, protected age group member filed a discrimination charge wherein he alleged he was demoted and subsequently terminated due to his age and handicap. The Ohio Civil Rights Commission made a probable cause determination in this matter. Evidence substantiated that the charging party's work record was comparable to younger, non handicapped employees who were not demoted or terminated. Further, evidence substantiated he

was replaced by a younger, non-handicapped person.

Conciliation efforts in this matter were initially not successful and the case was impassed to the Attorney General's Office. The Attorney General's Office continued conciliation efforts and received a \$27,000.00 monetary award for the charging party.

**Age:**

Charging party, aged sixty-four (64) and a protected age group member, filed a charge affidavit with the Commission's North Southwest Regional Office. The charge alleged that he had been terminated from his sales position because of his age and replaced by a younger man in his twenties. Following investigation of the charge the Commission found probable cause. During conciliation efforts a number of discussions were held with the vice president of the company on behalf of the respondent and the charging party in an attempt to bring about an amicable resolution of subject case. The end result of conciliation was a redrafted Conciliation Agreement and Consent Order which both parties felt was a mutually satisfactory resolution of the matter. Charging party had attained the age of sixty five and began to draw social security retirement benefits and was not desirous of reinstatement. Pursuant to the agreement charging party received a net monetary payment of ten thousand one hundred forty-five dollars and ninety-four cents (\$10,145.94) less applicable statutory deductions; (\$9,406.02) net back pay settlement amount, and complete expungement of his personnel records. In addition the charging party was accorded retirement benefits from the company payable retroactive to the date he normally would have been eligible to retire at the age of sixty-five. Charging party is currently enjoying an active retirement and

expressed his sincere appreciation that the Agency was able to be of positive assistance to him at a time when he needed it.

**Sex:**

Charging party, a female, filed a charge affidavit with the Commission's North Southwest Regional Office. This charge alleged that she had been denied equal pay because her sex. Following investigation of the charge the Commission found probable cause. During conciliation proceedings numerous discussions were conducted on behalf of charging party and respondent regarding an amicable resolution of the case. After conciliation efforts had failed a formal complaint and notice of hearing was issued by the Commission.

The case was then transferred to the Civil Rights Section of the Attorney General's Office.

Prior to the scheduled hearing in the matter, the Attorney General's Office was able to obtain a settlement which all parties felt was an appropriate resolution of the matter.

The settlement agreement provided that respondent offer charging party the position of supervisor at its Dayton, Ohio terminal at a salary of \$505.00 per week; pay her seven hundred and fifty dollars (\$750.00); also earnings and proceeds in the company sponsored deferred income account, which was valued at approximately \$604.00. Charging party accepted the settlement and executed a release of all causes of action arising out of the events which were the subject of her complaint of discrimination.

## Compliance

The Compliance Division of the Ohio Civil Rights Commission handles the enforcement activities of the Agency as defined in the Ohio

Revised Code Section 4112. The Division is headed by the Chief of Compliance with four Compliance Officers.

The Compliance Division reviews all case reports submitted by the regional offices. The Compliance Officers carefully examine each case recommendation to ensure that the statewide standards are adhered to and that the correct legal concepts have been applied. Upon approval of a case recommendation, the Compliance Division may authorize further action, including conciliation endeavors, or if appropriate, the issuance of formal complaints and notices of public hearing. As a part of its quality control function, the Compliance Division may return cases to the regional offices for correction of procedural or legal defects.

Since the laws against discrimination are continuously being affected by legal precedents and interpretations, the compliance function is essential to the effective discharge of the Ohio Commission's mission which is to eradicate unlawful discriminatory practices throughout Ohio.

Following are six tables compiled by the Compliance Division. Table I shows that 6,524 new charges were filed during FY 1986, and Table V, that 5,175 cases were closed. Processing time for the average case dropped to less than 110 days in 1986.

Table VI shows the total monetary benefits which accrued to persons whose cases were settled in 1986. The monetary benefits include back pay awards and monetary relief calculated for hiring, promotion and fringe benefits such as hospitalization insurance, etc. The total amount awarded was more than 3.5 million dollars and should be a strong incentive for all employers to ensure that all Ohio citizens are treated equally under the law.

Two hundred and thirty-seven (237) formal complaints were issued by the Commission in 1986, because conciliation efforts were unsuccessful.

The Office of the Attorney General was able to settle 80 of the complaints for a monetary amount of \$310,896.64.

Forty-seven (47) of the complaints were withdrawn by complainants who wanted to pursue their cases in the federal courts.

As the result of hearings held during FY 1985, the Commission issued 27 Cease and Desist Orders and 50 Dismissal Orders in 1986.

## Affirmative Action Unit

The Affirmative Action Unit was established as a result of the passage of Senate Bill 4 which amended the Ohio Revised Code 4112 to include 4112.04(A)(10) effective October 11, 1977. The law requires political subdivisions, its agencies, instrumentalities, institutions, boards, commissions and other entities that have undertaken Affirmative Action Programs to file a Progress Report with the Ohio Civil Rights Commission. The Commission is to receive, review and analyze the reports and submit a report to the Legislature annually on or before January 30th of each year.

The Unit has developed information to help persons concerned with developing an Affirmative Action Plan or updating its current plan. The written information is mailed to persons requesting help via telephone or mail. The requests come from public and private agencies as well as individuals. The following covers the following areas:

Outline of an Affirmative Action Plan

Basic EEO Laws and Regulations

(State and Federal)  
Elements of an Affirmative Action Plan

Basic Steps to Utilization Analysis

Affirmative Recruitment

Hiring Procedures

Interview Procedures

Progressive Discipline

Discharge

Evaluation Pitfalls

Staff was involved in an hour TV talk show at Ohio University during the month of February and has conducted EEO Training Seminars.

The Unit processed approximately 3,020 Affirmative Action Progress Reports (not including late reports received) for the 1986 report to the Legislature.

The Unit is committed to conveying the philosophy of the Ohio Civil Rights Commission to the Public and encourages the public to utilize the facility for assistance.

## Special Investigative Unit

During the fiscal year 1985, the Special Investigative Unit concluded final compliance reviews and the Commission closed the cases involving nine (9) utility companies against whom the Ohio Civil Rights Commission self-initiated charges of unlawful employment discrimination.

Conciliation agreements and consent orders signed by the respondents were obtained in each case and compliance reviews were conducted annually for periods up to three years.

The agreements were in the area of the following:

- Recruiting
- Hiring and Appointment
- Selection
- Job Placement
- Tenure and Pay

• Working Conditions and Assignments

• Testing standards and procedures; and any other matter directly or indirectly related to employment in regards to minority group persons and/or females.

The utility companies involved in the self-initiated program were as follows:

• Columbus and Southern Electric

• Dayton Power and Light

• Cincinnati Gas and Electric

• Toledo Edison

• Cleveland Illuminating

• Columbia Gas

• East Ohio Gas

• Ohio Edison

• Ohio Power

The documentation submitted to the Commission in each final compliance review satisfied the Commission that the utility company being reviewed was in compliance with the conciliation agreement and consent order and was making satisfactory progress in meeting established goals and timetables.

A self-initiated charge of unlawful employment discrimination was filed against the Village of Lisbon, Ohio. An investigation of that charge resulted in a probable cause finding by the Commission. The case is presently in the hearing process.

Plans are underway to conduct a study of the employment practices of a number of colleges and universities as well as the utilization of minority group members and females on a number of boards and commissions in Ohio.

## Hearing Unit

The Hearing Unit processes all formal complaints issued by the Commission. The Unit operates independently and performs a quasi-judicial function for the Agency. The Unit is directed by the

Chief Hearing Examiner. The Chief Hearing Examiner is assisted by an associate Hearing Examiner, Hearing Assistant and a typist. Both of the Hearing Examiners are attorneys and full-time employees of the Commission.

Management of the Public Hearing docket is the major responsibility of the Hearing Unit. The Hearing Unit schedules the hearing, rules on all pre-hearing motions, holds the pre-hearing conferences, notifies the parties regarding the status of the complaint, secures appropriate facilities in which to conduct hearings, and maintains and preserves the files, evidence and the record.

All public hearings are conducted by Hearing Examiners. After the hearing the Hearing Examiner produces a written report for the Commission. The report contains findings of fact, conclusions of law and recommendations. The Commission may adopt, reject or modify the Hearing Examiner's report.

The Commission issued 237 complaints in FY 85. The Hearing Unit held 47 hearings and issued 70 hearing examiner reports. In addition, 133 complaints were settled and the Commission dismissed 18 complaints at the request of the Attorney General prior to a public hearing because of lack of jurisdiction or insufficient evidence to proceed. One hundred forty-three (143) complaints were pending at the end of FY 85.

## Handicap Unit

The Ohio Civil Rights Commission participated in the Second Biennial Governor's Conference on Disability Issues. The first session centered on handicap discrimination in higher education and the latter entered on civil rights for people with disabilities/general handicap discrimination. Each session consisted of about 60 people.

Staff distributed copies of the rules, laws, and business cards. The audience consisted of disabled and able-bodied persons who work with the disabled and students. The audience was quite enthusiastic and vocal.

The Ohio Civil Rights Commission addressed students in a Senior Social Studies Class. The class consisted of 17 and 18 year old males and females who were very curious and asked numerous questions during the session. The teachers drew comparisons between Chapter 4112 of the Ohio Revised Code and the events and materials the students were covering in class. Several students related personal experiences that they had which involved discriminatory actions.

The Ohio Civil Rights continues to bridge the gap through these seminars to ensure that all Ohioans are equal and are entitled to all benefits that are required by Ohio laws.

## Department of Education and Community Relations

The Department of Education and Community Relations provides a variety of resources and services designed to complement and support the Commission's investigatory and enforcement activities. Educational programs are aimed at informing Ohio citizens about matters related to civil rights laws (equal opportunity and affirmative action) while also working to foster good human relations between different racial and ethnic groups.

- AFSCME/OCSEA, Local 11
- Capital University (Columbus)
- City of Columbus
- City of Dayton
- Cuyahoga County, Department of Human Services

- East High School (Columbus)
- Lima Technical College
- Lucas County Human Services Department
- National Association for Women in Careers
- Ohio Bureau of Employment Services
- Ohio Bureau of Workers' Compensation
- Ohio Department of Mental Health
- Ohio Department of Rehabilitation and Corrections
- Ohio Department of Transportation
- Public Utilities Commission of Ohio
- St. Anthony Hospital (Columbus)
- Springfield Fire Division
- Warren High School (Vincent, Ohio)
- Wright State University

The Department's audio/visual library continues to be an important component of the educational program. Library resources are used by government agencies, businesses and industries and civic and social organizations. Many of the issues addressed by the films, filmstrips, records and tapes concern bias and the development of prejudice, affirmative action, EEO and the handicapped, sexual harassment, and other forms of discrimination.

A major activity undertaken by the Department was the on-going outreach project of coordinating activities for the Commission's informational booth at the 1985 Ohio State Fair. Fifty-five Commission staff persons answered questions about Commission policies and procedures, received preliminary charges from people wanting to file complaints of discrimination and distributed agency literature to over 2500 fairgoers.

Regional offices have used the "informational exhibit booth" for more localized outreach efforts - in

Dayton at the Arcade and in Toledo, during the Afro-American Festival.

These, and other efforts of the Department of Education and Community Relations, serve to reinforce the Agency's commitment to the elimination of discrimination.

All services and resources of the Department are free of charge.

## Training Unit

An important issue facing the Commission is administration of the negotiated contract between the State of Ohio and AFSCME. The Training Unit has spent the better part of FY 86 providing feedback to the Commission on issues of concern to management staff.

The Training Unit was a part of the negotiating team representing management for the State of Ohio and therefore was able to provide first hand information to the Commission regarding contract questions.

In conjunction with the Office of Collective Bargaining the Training Unit provided supervisory training in April during OCRC's annual retreat and again in July.

Scheduled training for the upcoming year will include New Investigator Training, Office Support Training, Health and Safety, Age Discrimination, Handicap Law and a series on Supervisory Skills.

## Communications Unit

It has been said that prejudice isn't just a closed mind, it's an open wound. To open the minds of all of the residents of Ohio and begin the process that will heal the ugly wounds of racism has always been the goal of the Ohio Civil Rights Commission. To this end - during

the Fiscal Year the Communications Unit has continued to concentrate on a number of activities geared toward educating the public as well as acting as liaison between the news media and the public.

In addition to numerous public information campaigns that were conducted throughout the state and specialized media projects - the Communications Unit embarked upon a new planning agenda that includes the latest public relations techniques. This state of the art marketing plan is slated to be implemented during the upcoming Fiscal Year and promises to be one of the most innovative public relations programs undertaken to date.

The following list is a sampling of Communications Unit activities during the past Fiscal Year:

- WDAO Radio AM - "Back Page" - Dayton, Ohio
- WSOM Radio AM - Salem, Ohio
- WTVN Radio AM - "The Drew Hayes Show" - Columbus, Ohio
- WTGN Radio FM - "Community Close-Up" - Lima, Ohio
- WWOW Radio - Conneaut, Ohio
- WELW Radio - "Guest Time" - Willoughby, Ohio
- WTIG Radio - "West Stark Magazine" - Massillon, Ohio
- WVKKO Radio AM - "Perspective" - Columbus, Ohio
- WOSU Radio AM/FM - "Open Line" - Columbus, Ohio
- WFMJ TV - "Dynamics In Black" - Youngstown, Ohio
- WFUN Radio - "Talk Back" - Ashtabula, Ohio
- WCVO Radio - "Sound Off" - New Albany, Ohio
- WCSM Radio - "Spectrum" - Celina, Ohio
- WJW TV 8 - "Eye Team Reports" - Cleveland, Ohio
- WOUB TV 20 - "Forum" - Athens, Ohio

In order to keep abreast of current public relations trends, the Communications Unit actively par-

ticipated in a number of continuing education workshops and seminars. The distribution of literature continued, with over 1,800 pieces being distributed by the Communications Unit.

Making sure that everyone - young, old, black and white, knows their rights and assuring that Ohio remains the Heart Of It All is a task the Ohio Civil Rights Commission's Communications Unit looks forward to again.

## Recommended Legislation

Having been refined for more than 20 years, Chapter 4112, Revised Code the Ohio Laws Against Discrimination has become one of the most effective laws on the state level for the elimination of discrimination. However, the Commission's experience in administering and enforcing the laws has revealed the necessity or desirability of making certain the additions or corrections to more fully achieve its purpose. The Commission's recommendations for legislative actions are as follows:

### Commission Determination of Public Employers Affirmative Action Progress Report Dates

On October 11, 1977, a law came into effect requiring that all public employers at all levels of government in Ohio who are required to have an Affirmative Action Program in employment file annual progress reports with the Commission. As currently set forth, the law requires that these reports be filed by November 1, each year and that the Commission analyze them and make a report to the General Assembly by the following January 30, a period of three months. This time limitation requires that the Commission hire a special staff for the period in order that the Com-

mission may submit its own report on time. An amendment permitting the Commission to establish staggered reporting dates for reporting agencies throughout the year would allow the Commission to report to the General Assembly on time without lessening of the validity of the report. Further, the reporting law as structured contains no provisions for assuring the authenticity of information received. The Commission recommends an amendment permitting the use of Commission subpoena and investigatory powers in connection with its analysis.

### **Self Initiation in Housing**

Ohio has had a Fair Housing Law since 1965 which has been of great help to many people who have been denied housing because of their race. However, the healthy integration in neighborhoods, with the attendant benefits of naturally desegregated schools proceeded slowly in the State of Ohio. In its analysis of a comprehensive nationwide study of the practices of real estate brokers, the United States Department of Housing and Urban Development noted that "If a black were to visit four apartment complexes of four real estate firms, the probability of encountering discrimination would be 72% and 48% respectively, for the rental and sales markets." (The Housing Market Practices Survey, U.S. Department of Housing and Urban Development.) The Ohio Fair Housing matters only when charges are filed. The Commission recommends an amendment authorizing it to investigate housing matters on its own initiative so that broad patterns of unlawful housing discrimination may be identified and eliminated.

### **Limitation on Protection Against Self-Incrimination**

The Commission has been impeded in its investigation of many corporate respondents because the Ohio Laws Against Discrimination, as currently interpreted by the Ohio Supreme Court, permit a corporate respondent to assert the right not to testify against itself and to deny Commission investigators corporate record information necessary to determine the issues. This is because, first, current law makes no distinction between prohibition against self-incrimination and secondly, because the current law has criminal law aspects by virtue of the criminal penalties attached, Constitutional prohibitions against self-incrimination have been applied. The Commission recommends an amendment limiting application of the provision against self-incrimination to natural persons and removing the criminal penalties which have not proved useful.

### **Damages for Discrimination**

Under current interpretation, the Ohio Laws Against Discrimination do not permit the Commission to make awards of monetary relief to persons injured by discrimination exempting those awards of back pay referred to specifically in the statute. In case of *Ohio Civil Rights Commission v. Lysyl* (1974). 30 Ohio St. 2d 217, the Ohio Supreme Court stated, "we find nothing . . . which indicates the General Assembly attempted to authorize Appellant to award either compensatory or punitive damages . . . If the General Assembly had intended to authorize the Commission to grant compensatory or punitive damages . . . Appellant does not now have the power to award either compensatory or punitive damages."

The Commission believes that it was the intent of the General

Assembly in enacting the Ohio Laws Against Discrimination that persons unlawfully discriminated against be made economically whole when discrimination has caused financial loss beyond back pay. The Commission recommends an amendment to the Ohio Laws Against Discrimination to establish that the cost of discrimination need not be borne by its victims and to provide that such matters as living expenses, increased apartment rent, loss of economic opportunity, increased travel expenses and other tangible and intangible losses, if caused by unlawful discrimination, be compensated by monetary awards. Further, the Commission has experienced in a number of cases an attitude on the part of respondents that if continuation of unlawful practices is economically feasible, such practices may be continued. The Commission believes that attitude would be eliminated by an amendment to a law providing for punitive damages when it is found that the discrimination practice is willful, wanton, and intentional.

### **Accommodation of the Handicapped**

A basic principal of the Ohio Laws Against Discrimination as they have developed with respect to race, color, religion, sex, national origin and ancestry has been that there is no relevant distinction based on these factors with respect to ability to perform a job. Therefore, no special accommodation has been required in order that persons denied employment by reason of such factors be hired. With the advent of the inclusion of handicapped as a protected class under the law in July, 1976, it became evident that many traditional approaches to job structuring and work environment were, in fact, involved for the convenience of the non-handicapped at the

expense of the handicapped and that unless effective measures are taken to accommodate, an anti-discrimination law protecting the handicapped is illusory under any circumstances. The Commission recommends an amendment establishing the standards under which accommodation must be made in order to assure equal employment opportunity for the handicapped.

#### **Commission Issued Restraining Orders**

As a practical matter, the Commission has found in many cases that, because the proceedings required by law to prove unlawful discrimination and secure its elimination are lengthy, relief is available to injured individuals only at a time when its meaning is lost or when loss to the victim is no longer fully compensable. This is particularly true in housing cases in which the opportunity to buy a house is irretrievably lost upon its sale. The Commission recommends an amendment permitting the Commission to issue and immediately enforce restraining orders at any stage of proceedings when it appears that any person, complainant or otherwise, will suffer substantial and irreparable injury by some contemplated act of a respondent.

#### **Commission Issuance of Complaints**

The Ohio Supreme Court has interpreted the Ohio Laws Against Discrimination to the effect that, once an investigation has commenced, the Commission may not issue a complaint in any matter until a finding or probable cause has been made and attempts at conciliation have failed. This permits respondents, through the use of dilatory tactics and otherwise, to delay investigations and other activities beyond the statutory imposed one-year time period within which complaints must be issued, effectively impeding Commission's proceedings. The Commission recommends an amendment specifically permitting it, upon good cause shown, to issue complaints at any time during its proceedings.

**Cease & Desist Orders Issued  
July 1, 1985 through June 30, 1986**

4056	Humble v. Chrysler Corp.	7-16-85
4054	Towler v. A.B. Dick	8-14-85
4022	Mantell & Geffken v. Fraternal Order of Eagles Aerie No. 2207	8-14-85
4026	Carse v. Consolidated Corp.	8-14-85
4023	Cafleton v. Kilbourne Laboratory, Inc.	8-14-85
4010	Spyra v. Berger Hospital	8-14-85
3965 & 4013	Thornsberry, Lee & Baker v. Army-Navy Garrison, Inc.	8-14-85
4041	Shoemaker v. Consolidated Freightways Corp.	9-18-85
4048	Thomas v. Young & Berke Co.	9-18-85
4184	Yeray v. Microradiographics Corp	9-18-85
4065	Hurney v. City of East Cleveland	9-18-85
4034	Hoelzer v. Belmont-Harrison Area Joint Vocational School District, Board of Education	10-10-85
4099 & 4100	Stratton & Morehead v. Ohio Bureau of Employment Services	11-14-85
4080	Pelfrey v. David R. Ingram D.D.S., Inc.	11-14-85
4109	Jackson v. Franklin County Animal Control Dept.	11-14-85
4050	Asad v. City of Garfield Height	11-14-85
4102	Moore v Kentucky Fried Chicken National Management Co.	1-14-86
4140	Massie v. Fayette County Board of Education	2-12-86
4200	Kline v. Duriron Company	2-12-86
4165	Burney v. Youngstown City Board of Education	2-12-86
4145	J. Jaber, Jr., S. Knepper & F. Cutright v. W.G. Diehl Distributing Co.	3-13-86
4136	Malin v Hillview Nursing Home, Inc.	3-13-86
4175, 4185 &	Mateja, Stacey & Hunt v. Kuhar's Restaurant, Inc.	3-13-86
4097	Sterphone v. General Motors Corporation	4-15-86
4219	Watson v. Cedar Heights Clay Company	5-14-86
4234	Roberts-Wey v. Scaffla, Inc.	6-12-86
4252	Robinson v. The Cleveland Black Oxide Co.	6-12-86

**Dismissal Orders Issued  
July 1, 1985 through June 30, 1986**

3939	Gray v. Roadway Express, Inc.	7-16-85
3980	Martin v. City of Cleveland Fire Dept.	7-16-85
3985	Thomas v. International Union of Electrical, Radio & Machine Workers, AFL-CIO, #780	7-16-85
4025	Diersing v. Board of Education City School District, City of Cincinnati	7-16-85

3924	Davis v. Artesian Industries, Inc.	8-14-85
4006	Fair v. Lake Park Hospital	8-14-85
4055	Marbury v. City of Columbus Division of Sewage & Drainage	8-14-85
4075	Welch v. Ohio University, Physical Plant	8-14-85
3984	Donnelley v. Republic Steel Corporation	9-18-85
4098	Abrams v. Fisher Body Div. of General Motors Corp.	9-18-85
4086	Hocker v. Alliance Rubber Company	9-18-85
4052	Howard v. Cin-Tran, Inc.	10-10-85
4051	Jackson v. Carolina Freight Carriers Corp.	10-10-85
4046	Hensley v. Buddy Friend, Inc.	10-10-85
4016	Davis v. Automated Packaging Systems, Inc.	11-14-85
4072	Kalapodis v. Wendy's Food Systems, Inc.	11-14-85
4067	Richardson v. Cincinnati Technical College	11-14-85
4079	Hildebrand v. Pennsylvania Crusher Corp.	11-14-85
4148	Warren v. GTE Sprint Communications Corp.	12-3-85
4123	Walker v. Capital University	12-3-85
4092	Biggs v. The Gibbons-Grable Company	12-3-85
4143	Burns v. Mead Corporation	12-3-85
4153	Beard v. Dresser Industries Inc. dba Harbison-Walker Refractories	12-3-85
4066	Byko v. State of Ohio Bureau of Workers' Compensation	1-4-86
4108	Blair v. Ben Hur Construction Co., Inc.	1-14-86
4133	Walker v. Health Enterprises of America, Inc. dba Fairlawn Chateau	1-14-86
4135	Walter v. American General Companies dba Maryland Casualty Co.	1-14-86
4138	Palumbo v. Neighborhood Housing Services of Toledo, Inc.	1-14-86
4224	Davis v. The Antioch Publishing Co.	2-12-86
4239	Jones v. General Motors Corp. Delco Morain Div.	2-12-86
4081	Seldon v. Picker International	2-12-86
4160	Puls v. McIntosh Restaurants, Inc.	2-12-86
4110	Boykin v. Cardinal Federal Savings Bank	2-12-86
4132	Gagliano v. Bedford City School District	2-12-86
4104	Murray v. Grossman Music Corporation	2-12-86
4189	Hickman v. Armco, Inc.	3-13-86
4183	Schillinger, Jr v. Western Inc. dba Hillview Motel	3-13-86
4159	Thomas v. Gray Drug Fair, Inc.	3-13-86
4178	Marsh v. United Automobile, Aerospace & Agricultural Implement Workers of America, International Union & Local 969	3-13-86
4154	Warner v. Dellagnese Construction Company	3-13-86
4131	McGee v. Chrysler Corp.	3-13-86

4187	Davenport v. The General Electric Company	4-15-86
4147	Williams v. LCP Chemicals	4-15-86
4205	Dumperth v. Township of Jefferson	5-14-86
4121	Czigler v. Hillel Academy of Dayton, Inc.	5-14-86
4168	Nettles v. The Proctor & Gamble Company	5-14-86
4180	Webster v. J. C. Penney Co., Inc.	5-14-86
4112	Hull v. S. Roper Co.	5-14-86
4229	Goff v. The Youghioghny and Ohio Coal Company	5-14-86
4258	(Potts) Kidd v. Visiting Hours, Inc.	6-12-86

**Formal Complaints Issued  
July 1, 1985 through June 30, 1986**

4262	B1111584 (16987) 120584	Ray Barnett	Ashtabula Metropolitan Housing Authority
4263	B2082384 (13789) 091284	James Gabriel	The General Electric Co. Evansdale Division
4264	B41111584 (08205) 010885	Virginia Williamson	The Timken Co.
4265	B5033084 (08190) 070284	Donald St. Clair	Rogers Cartage Co.
4266	A6041084 (05076) 0484	Harold Reineke	Montgomery Co. Joint Vocational School
4267	A6081583 (04853) 1183 057 84 0435	Sherwin Klein	Wright State University
4268	A4040184 (07906) 080884 052 84 3676	Maurice Dailey	Rise Engineering Company, Inc.
4269	71041284 (16668) 081784 052 84 3927	Frederick Crawford	The Greater Cleveland Regional Transit Authority
4270	21110284 (16940) 110984 052 85 0403	Theresa Cawley	Associated Estates Corporation
4271	71101784 (16838) 101884 052 85 0259 Amended	Aurea Cintrol	Tri-Building Associates
4272	22061484 (13614) 072384 057 84 1656	Barbara Carter Hamm	Scandinavian Health and Racquet Club, Inc.
4273	74022984 (07947) 082984 052 84 4076	Maryann Bartzen	Roche Biomedical Laboratories, Inc.
4274	74032984 (07905) 080884 052 84 3775	Delores Blackwell	Great Lakes Canning, Inc.
4275	74091184 (08060) 102384 052 85 0276	Laura Norris	Scotto Pizza, Inc. dba Pizza Star
4277	76031584 (05029) 0384 057 84 1018	David Conner	Apex Machine & Tool Company
4278	74040584 (07943) 082884 052 84 3957	John William Angelo	K Mart Corporation dba K Mart Auto Center

4279	75071084 (08213) 073184 052 84 3675	Cheryl Rompf	Village of Holland- Holland Police Department
4280	72080984 (13678) 080984 057 84 1943	Earl Jones	Orthodox Jewish Home for the Aged
4281	B4042084 (07909) 080884	Catherine McDaniel	State of Ohio, Dept. of Transportation
4282	B4062784 (08031) 100984	Frank Kravitz	The Bolin Oil Company
4283	H5122683 (07983) 050384	Marline Brown	Alva Keegan
4284	71120484 (17136) 020785 050 85 1490	Claudia Salinger	Frank Porter/ dba Tower East
4285	71102084 (16881) 102584 050 85 0423	Angela Lahrmar	High School Driver Training, Inc.
4286	21033084 (16469) 0584 050 84 2319	James Frazier	Darrah Electric
4287	72011184 (14150) 011585 057 85 0814	Lawrence Stephens	Cincinnati Time Recorder Co.
4288	73033084 (11703) 0584 052 84 2709	Suzanne Stahl	The United Service Co./ dba UNSCO
4289	73120784 (12228) 121084 057 84 0665	Lydia Haris	PACCAR, Inc. dba Kenworth Truck Co.
4290	73093084 (12111) 101984 052 85 0284	Margaret Rozewicz	Midland Mutual Life Insurance Co.
4291	73120484 (12411) 030185 050 85 1761	Deorah Eaches	Veterans of Foreign Wars of the United States/Mohawk Post #2040
4292	73102284 (12349) 021285 052 85 1518	Hubert Lyles	State of Ohio, Dept. of Human Services
4293	74092784 (08067) 102584 050 84 0328	William Richardson	Sears, Roebuck and Co.
4294	74111684 (08446) 051386 050 85 2886	John Miller	Field Local Teachers Association
4295	72111284 (14068) 121085 057 85 0668	Ida Huff	The Seven Hills Schools
4296	72010485 (14128) 010785 057 85 0751	Rosetta Anderson	Orthodox Jewish Home for the Aged
4297	75040685 (08317) 091284 052 84 4151	Loretta Kroetsch	Inmont Corporation
4298	75121683 (07809) 022484 050 84 1678	Henry Coleman	Sun Pipeline Co. dba Mid-Valley Pipeline Co.
4299	A3080884 (12151) 110984 050 84 0434	Donna Little	Hotel Investors Corp. dba Columbus Operators, Inc. dba Sheraton Inn North
4300	B2060884 (13745) 082784	Grant Shockey	Cincinnati Milacron, Inc.
4301	B1090584 (16749) 092084	Jean Snyder	Richmond Heights General Hospital

**OHIO CIVIL RIGHTS COMMISSION**

4302	74062384 (08024) 100484 050 85 0087	Kathryn Slack	Colton American Hardware, Inc.
4303	A2070184 (13740) 082484 057 84 2039	Frederick Lucas	State of Ohio Bureau of Employment Services & Dept. of Administrative Services
4305	72070184 (13754) 083084 057 84 2080 Amended	Cheryl Dart	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4306	72070184 (13755) 083084 057 84 2079 Amended	Shirley Beahan	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4307	B1072084 (16765) 092584	Stephen Klevay	The St. Alexis Hospital Association
4308	72070184 (13941) 102984 057 85 0247	John Meek	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4309	A2070184 (13861) 100984 057 85 0123	Eugene Jablonowski	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4310	A2070184 (13884) 102184 057 85 0153 Amended	Arno McGowan	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4311	72070184 (13886) 101284 057 85 0157 Amended	Doris Veasley	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4312	72070184 (13887) 101284 057 85 0155 Amended	Mozelle Miree	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4313	72070184 (13900) 101784 057 85 0171 Amended	Mary Harmon	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4314	72070184 (13862) 100984 057 85 0127	Margaret Haynes	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4315	72070184 (13883) 101284 057 85 0154 Amended	Vernetta Lewis	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services

4316	72070184 (13885) 101284 057 85 0156	Ann Perry	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4317	72070184 (13859) 100984 057 85 0124	Wilma Bischoff	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4318	72070184 (13858) 100984 057 85 0126	Marcia Bowling	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4319	72070184 (13857) 100984 057 85 0125	Eleanorl Bohrer	State of Ohio, Bureau of Employment Services & Dept. of Administrative Services
4320	A4030885 (03848) 032185 050 85 2053	Paul Kubala	Pinkerton's Inc. & Cuyahoga Falls General Hospital
4321	G3012485 (12364), (12365) & (12366) 021985	Richard Cumberland Edward Cumberland & Lester Curtis	James Christ, dba Christopher's Steakhouse
4322	A1073184 (17000) 121184 052 85 0769	Lester Martin	United States Steel Corporation
4323	B1010985 (17086) 011785	Michael Golch	United Security Patrol, Inc.
4324	B3112784 (12536) 041585	Zane Shermann	State of Ohio, Industrial Comm.
4325	E4072884 (08215) 011485	Darlene Wenhold	Synder-Bentley Co.
4326	G1020785 (17144) 021185	Marlene Sanders	Showtime Rentals, Inc. dba Curtis Mathes Home Entertainment Centers
4327	72120684 (14135) 010985 057 85 0756	Melvin Baldwin	Butler County Community Action Commission
4328	76041884 (05065) 040084 057 84 1230	Ana Douglas	Northmont City Board of Education Northmont City High School
4329	71100384 (16990) 120784 052 85 1160	Larry Paulk	Innovations Products
4330	22073084 (13875) 101184 057 85 0004	Viola Barnett	Middletown Local School District
4331	A2053084 (14042) 113084 057 85 0484	Sarah Alsip	K-Mart Corporation
4332	21092784 (16828) 101584 052 85 0043	Andrea Mitchelll	TRW, Inc.

**OHIO CIVIL RIGHTS COMMISSION**

4333	73110784 (12215) 120484 052 85 0717	Everette Freeman	The Ohio State University, Labor, Education & Research Services
4334	22121384 (14292) 022885 057 85 0993	Raymond Williams	Superior Lawn Care
4335	73082584 (12155) 111384 052 85 0519	James Trawick	Continental Baking Company, Inc.
4336	71120784 (16999) 121184 052 85 0767	Robyn Lilly	The Murphy-Phoenix Company aka Murphy's Oil Soap Company
4337	71092484 (16855) 102384 052 85 0323	Lavaughn Chatman	The Greater Cleveland Regional Transit Authority
4338	24072384 (08068) 102684 052 85 0210	Clara Marino	Nick Anthe Restaurant
4339	71120384 (16976) 120484 052 85 0799	Petra Santiago	WLS Stamping Company
4340	74080484 (08015) 100184 052 85 0031	Margaret Miller	Convenient Dental Center at Zayre- Akron, Inc.
4341	75010485 (08666) 012985 052 85 1317	Richard Karamol	Gourmet of China, Inc.
4342	71062984 (16871) 102984 052 85 0362	Larry Ordner	Ursuline College
4343	74083184 (08032) 100984 052 85 0119	Dorothy Nash	Children's Hospital Medical Center of Akron
4344	B3100884 (10296) 101584	Michael Still	Ohio Power Company
4345	B3012685 (12433) 031285	Richard McCabe	Shadyside Stamping Corporation of Ohio, Inc.
4346	B3071784 (12162) 111484	David Weeks	Ohio Edison Company, R.E. Burger Plant
4347	A3092884 (12144) 110784 057 85 0283	Wayne Means	Central Auto and Fleet, Inc.
4348	B3041185 (12596) 050885	William Handon	City of Columbus, Civil Service Commission
4349	A4022085 (08365) 040185 052 85 2367	Reidar Nome	Penetone Corporation
4350	A4120384 (08237) 012585 052 85 1282	Robert Spencer	Penetone Corporation
4351	21010285 (17099) 012585 052 85 1097	JoAnn Early	Dependable Brazing Co.
4352	22110684 (13974) 110784 057 85 0313	Earl Jones	Orthodox Jewish Home for the Aged

4353	73121884 (12402) 022885 052 85 1754	Ray Bonner	The Central Trust Co.
4354	73011485 (12343) 021185 052 85 1528	Danilo Polonia	The Limited, Inc.
4355	73041884 (12100) 101684 052 85 0292	Amy Zaharlick	The Ohio State University, College of Social & Behavioral Sciences
4356	73120384 (12266) 122784 052 85 1072	Brian Davis	Solar Guard of Columbus, Inc.
4357	73092884 (12270) 010885 052 85 1113	Gary Duffy	Payco-General American Credits, Inc.
4358	74021185 (08303) 030185 052 85 1713	Judith Vance Seifuddin-Rasheed	Great Lakes Canning, Inc.
	74022685 (08302) 030185 052 85 1714	Fakhir & Barbara Fakhir	
	74100184 (08301) 030185 052 85 1715		
4359	75103184 (08500) 112884 052 85 0659 Amended	Mary Sumrow	Toledo Area Regional Transit Authority
4360	74012585 (08384) 041285 052 85 2516	Tracy Martin	Jackie Lee Enterprises, Inc.
4361	24022585 (08321) 031185 052 85 1652	Charles White	United Telephone Company
4362	74040185 (08371) 040585 052 85 2425	Martha Montgomery	Children's Hospital Medical Center of Akron
4363	74021485 (08281) 022085 052 85 1581	Charles Myers	Hospital Ambulance Service
4364	74091084 (08141) 112984 052 85 0656	Wilmo Terry	Hospital Ambulance Service
4365	74063084 (08100) 110684 052 85 0415	Raooof Muhammed	Associated Estates Corporation
4366	75093084 (08422) 102684 052 85 0314	Henry Coleman	Sun Pipeline Company dba Mid-Valley Pipeline Company
4367	74100184 (08151) 120584 052 85 0719	Martha Hill	Village of Lisbon
4368	87040985 (0011) 0485	Ohio Civil Rights Commission (self-initiated)	Village of Lisbon
4369	A3022685 (12485) 032885 052 85 2338	Robert Blinn	State of Ohio, Bureau of Employment Services
4370	74090184 (08213) 011485 052 85 1135	Kathryn Bailey	Great Lakes Canning, Inc.

## OHIO CIVIL RIGHTS COMMISSION

4371	71061885 (17597) 061885 052 85 3546	Raymond Lewis	Cuyahoga Metropolitan Housing Authority
4372	71021885 (17259) 031585 052 85 2026	Kevin Carlisle	TRW, Inc.
4373	74032185 (08369) 040485 74032185 (08350) 032585 052 85 2427 & 2018	Raof Muhammed	Associated Estates Corporation
4374	73010585 (12399) & (12400) 022785 052 85 1725 & 1726	Teresa Sullivan Debra Lanning	Malin, Inc. dba Whiskey Still Saloon
4375	74032084 (08380) 040085 052 85 2325	Curtis Thompson	Roadway Express, Inc.
4376	74110184 (08361) 032985 052 85 2325	Sheila Henderson	Roadway Express, Inc.
4377	76121584 (05579) 010985 057 85 0794	Charles Stone	The Dayton Forging & Heat Treating Co.
4378	73120584 (12264) 010285 052 85 1025	Charles McCauley	The Kroger Company
4379	B3031885 (12497) 040485	William Habib	Textron, Inc.
4380	B3111484 (12292) 011585	James Meade	City of Columbus, Division of Police
4381	71020585 (17141) 020885 052 85 1512	Deborah Murray	Grossman Music Corporation
4382	A3092284 (12393) 022785 052 85 1719	Larry Jolliff	City of Columbus, Administrative Services Department
4383	21062484 (16970) 120484 052 85 0563	Ralph Estes	Flora Glass Industries of Ohio, Inc.
4384	A1121784 (17109) 012985 052 85 1432	Mary Kamppi	Conneaut Leather, Inc.
4385	71061285 (17571) 061285 71010485 (17089) 012285 052 85 3368 & 1266	Katrina Williams	Angelica Health Care Services Group Subsidiary of Angelica Corporation
4386	G6070785 (05921) 070985	Mwesi Chui	Woody's Market, Inc.
4387	B4120484 (08221) 011784	Linda Morris	Century Products, Inc.
4388	A3072684 (12296) 011785 052 85 1198	Paul Swauger	The Gradall Company
4389	74112084 (08227) 011885 052 85 1210	Millicent Grant	Great Lakes Canning, Inc.
4390	74100184 (08223) 011784 052 85 1172	Charles Connelly	Goodyear Tire & Rubber Company
4391	76030184 (05097) 050984 057 85 1311	Lucille Hall	Ken-Koat, Inc.
4392	74060785 (08614) 070985 052 85 3757	Ray Lacy	City of Stow, Fire Department

4393	71011085 (17070) 011585 052 85 1194	Homer McGinnis	Cidco Management, Inc.
4394	76030184 (05098) 050984 057 85 1310	Earnestine Smith	Ken-Koat, Inc.
4395	76062684 (05559) 122484 057 85 0733	Cecilia Beekhuizen	Aurora Associates, Inc. dba Dayton Job Corps Center
4396	23081784 (12451) 031485 057 85 0905	Norris Goshay	Norfolk & Western Railway Company
4397	21011185 (17107) 012885 052 85 1131	George Edwards	Figgie Inter- national, Inc. dba Automatic Sprinkler Corporation of America
4398	73012285 (12302) 012385 052 85 1265	Delores Lawson	State of Ohio, Bureau of Employment Services
4399	73021185 (12679) 061485 052 85 3338	Teresa Kuhn	Barnes Group, Inc. dba Bowman Distribution
4400	73021185 (12661) 061085 052 85 3332	Ina Adams	Barnes Group, Inc. dba Bowman Distribution
4401	73030485 (12526) 040985 052 85 2417	Barbara Morgan	Nationwide Mutual Insurance Company
4402	73050185 (12616) 052085 052 85 3007	Ernestine Mixon	CBC Companies, Inc. dba Credit Bureau of Steubenville
4403	74011885 (08405) 041985 052 85 2639	Gretchen Brown	Color Tile Supermart, Inc.
4404	76121884 (05797) 050885 057 85 1544	Carole Smith	Advance Trans- portation Company
4405	24052085 (08500) 060485 052 85 3018	Sharon Harris	Portage and Columbiana County WIC Program
4406	76041784 (05081) 0484 057 84 1222	Geraldine Faye	Columus General Agency of the John Hancock Mutual Life Insurance Co. & John Hancock Mutual Life Insurance Agency
4407	73032585 (12588) 050685 052 85 2839	Marjorie Lewis	State of Ohio, Department of Human Services
4408	74022285 (08402) 041985 052 85 2636	Vallaise French	Thermatex Corp.
4409	74011185 (08479) 052185 052 85 3027	Willie Taylor	The Karder Machine Co.

4410	74123184 (08396) 041885 052 85 2599	Marie Acosta De Aza	Stark County Community Action Agency
4411	73110684 (12569) 042985 052 85 2747	Leota Holland	Village of Obetz Police Department
4412	73010485 (12434) 031285 052 85 1897	Marian Leonard	General American Life Insurance Co.
4413	73032785 (12540) 041685 052 85 2535	Mary Ward	The Open Shelter, Inc.
4414	73042185 (12583) 050385 057 85 1547	Barbara Zeisloft	City of London
4415	B4120484 (08411) 042385	Linda Morris	Upholsterer's Inter- national Union of North America, Local #48
4416	21041585 (17443) 050685 052 85 2608	Larry Morgan	The Greater Cleveland Regional Transmit Authority
4417	73112284 (12380) 022585 052 85 1664	Tammy Newlun	Malin, Inc. dba Whiskey Still Saloon
4418	2210784 (14216) 020885 057 85 0866	Darlene Jennings	Barbara Park Convalescent Center
4419	B4030185 (08391) 041785	Peter Cordon	State of Ohio, Department of Liquor Control
4420	B6030984 (05022) 0384	Valerie Baker	Embee Corporation
4421	73021885 (12489) 040185 052 85 2463	Robert Taylor	General Motors Corporation
4422	G4100184 (08389) 041585	Donna Ferguson	Young Men's Christian Association
4423	A6081584 (05629) 021185 057 85 0965	William Hattle	Greene Memorial Hospital, Inc.
4424	75011485 (08761) 030585 052 86 1773	Ann Stratton	County of Allen, Allen Co. Employment & Training Office, Job Training Part- nership's #2 Office
4425	73040385 (12616) 052285 052 86 0024	Kathryn Chakeres	Foxfire Gold Club, Inc.
4426	73012385 (12421) 030685 052 85 1796	Carl Green	State of Ohio, Public Utilities Commission
4427	B1042685 (17438) 050685	David Dubler	Atlanta Richfield Co. dba Alsco
4428	B4060585 (08778) 092485	David Motz	Akron Zoological Park

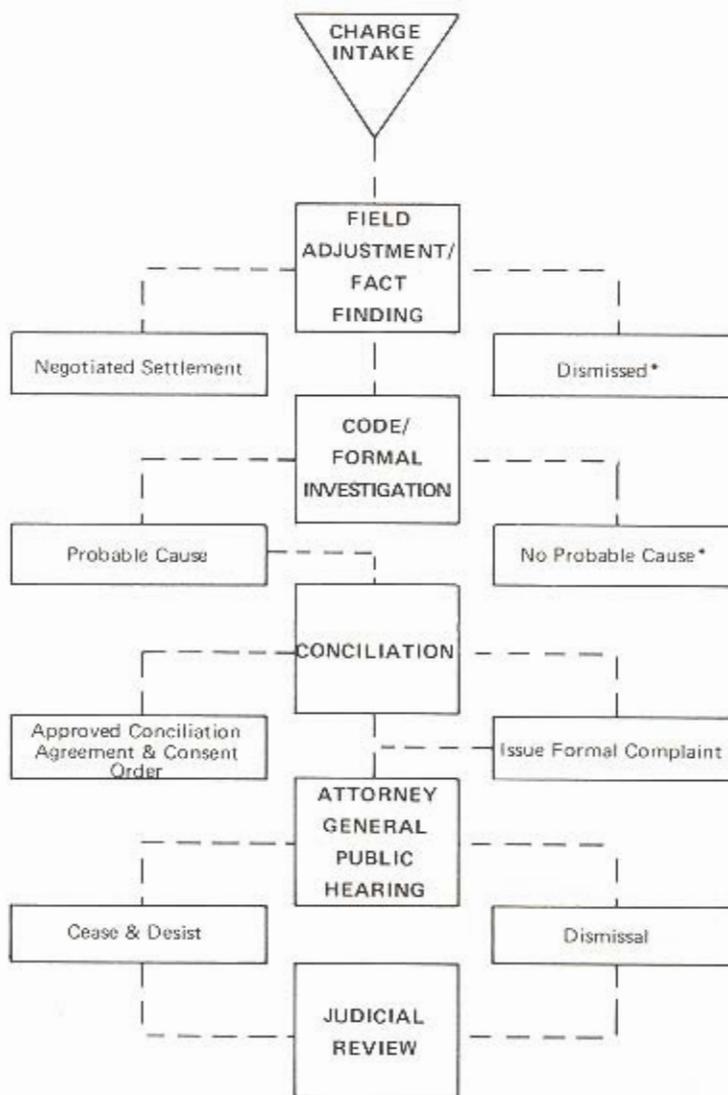
4429	772101084 (14302) 030585 057 85 1096	Larry Cooper	H. Dennert Distributing Corp.
4430	22111884 (14552) 031885 057 85 0381	Cathy Lange	Security Improve- ment Co. (Security Home Improvement Co.)
4431	72022285 (14334) 031485 057 85 1159	Mary Seep	CL Motor Freight, Inc.
4432	B2101884 (14294) 030185	Randy Wehrle	Terstep of Ohio, II, Inc.
4433	22010385 (14347) 031885 057 85 1102	James Clark	The General Electric Company
4434	E5071085 (09200) 073185	Onda Detty	Resthaven Memory Gardens
4435	B6050285 (05858) 060585	Harvey Johnson	Leland Electro- systems, Inc.
4436	72030985 (14329) 03185 057 85 1134	Patricia Krey	The Board of Education of the City School District of the City of Cincinnati
4437	22011185 (14566) 031885 057 85 0998	Harry Danvers	Driscoll-Bobb- Pfeister Company
4438	23101584 (12493) 040385 052 85 1609	Melody Crawford	Ohio Power Company
4439	73053085 (12807) 073085 052 85 4096	Richard Wade	Robertshaw Controls Co. & International Brotherhood of Teamsters, Local 284
4440	72041885 (14464) 041985 057 86 1393	Linda Jones	Quality Health Care, Inc.
4441	75011585 (08339) 032885 052 85 2094	Janet Slonecker	Jeep Corporation
4442	73041085 (12656) 060585 052 85 3336	Darla Ronald	Quality Water Services, Inc.
4443	73072085 (12820) 080885 052 85 4156	Yvonne Peters	Doctors Hospital
4444	B4030185 (08391) 041285	Peter Cordon	State of Ohio, Department of Liquor Control
4445	73112584 (12542) 041785 052 85 2650	Addie Morris	City of Columbus, Division of Police
4446	B1050585 (17749) 050685 B1050585 (17750) 050785	Thomas Tewell	United Parcel Service, Inc. & International Brotherhood of Teamster, Chauffers Warehousemen and Helpers

4447	B1020885 (17389) 042385	Dennis May	Barnes Group, Inc. dba Bowman Distribution
4448	72043085 (15205) 090585 057 85 2537	Annn Rhodes	University of Cincinnati Medical Center
4449	21041285 (17493) 051585	Traudel Moore	Fairchild AMC Jeep Renault, Inc.
4450	71051585 (17506) 052285 052 85 3160	William Bean	Ashtabula County Home
4451	B1100584 (17331) 040485	Rodney James	American Can Company
4452	21032585 (17414) 042585 052 85 2481	Lee Jones	American Can Company
4453	73112284 (12530) 040985 052 85 2420	Carolyn Nellon	Huntington Banc- shares, Incorporated
4454	74032685 (08453) 052385 052 85 3102	Debra McCarty	Carter-Jones Lumber Company
4455	21042985 (17519) 052485 71061085 (17594) 061885 052 85 2901 & 3366	Susan Parsons	Ashtabula County Home
4456	B1050985 (17468) 051085	Robert Walker	Donn Corporation
4457	B2081385 (15156) 081685 Amended	Ernest Roy	Georgia Pacific Corporation
4458	B1113084 (17525) 052885	Helen Scales	Friendly Inn Settlement, Inc.
4459	74061385 (08610) 070985 052 85 3750	Roger Clark	Plasti-Kote Co., Inc.
4460	75042385 (09043) 060485 052 85 3211	Elizabeth James	State of Ohio, Department of Mental Health, Toledo Mental Health Center
4461	73052885 (12643) 053085	Willia Bryant	Hall Management Corporation
4462	76042485 (05924) 071185 057 85 1897	David Conner	The Apex Machine & Tool Company
4463	A6071285 (05930) 071685 057 85 1935	Dorothy Swindler	Cardinal Services, Inc.
4464	76090385 (05998) 090685 057 85 2472	Charles Schooler	General Motors Corp.-Harrison Radiator Division
4465	76020185 (05783) 043085 057 85 1472	Horace Lanford	Wright State University
4466	74042585 (08442) 051085 052 85 2869	Brenda Smith	Ajax Management Corporation

4467	21042285 (17520) 502385 71060885 (17595) 061885 052 85 2900 & 3365	Luetta Miller	Ashtabula County Home
4468	71050685 (17611) 601985	Cheryl Longden	West Side Institute of Technology
4469	71050285 (17787) 080785 052 85 4277	Lee Jones	American Can Company
4470	G1080785 (17841) 082185 G1081485 (17842) 082285 G1081585 (17914) 090385	Zenella Jones Britt Jackson Dorothea Pendleton	Shoreway Properties, Inc. dba Howard Johnson
4471	72071285 (150717) 071585 057 85 2162	National Assoc. for the Advancement of Colored People	Southern Ohio Fabricators, Inc.
4472	21053185 (17706) 072385 052 85 3689	Mary Ann Ulan	The Austin Company
4473	21062485 (17655) 070885 052 85 3361	Robert Seay	The Lezius-Hiles Company
4474	21090485 (17984) 092485 052 85 4478	Debra Von Alt	City of Parma
4475	A1071285 (17688) 071885 052 85 3918	Richard Tucholski	Cleveland Pneumatic Company
4476	74052985 (08505) 060485 052 85 3215	Mark Dokes	City of Akron, Water Department
4477	A4030185 (08464) 051685 052 85 2973	Faye Green	Miles Laboratories
4478	75060885 (09076) 061485 052 85 3449	Kathleen Sweeney	V/Gladieux Enterprises, Inc.
4479	73043585 (12620) 052185 052 85 3006	Linda Neel	A.T. & T. Communications, Inc.
4480	71073185 (17795) 080985 052 85 4273	Jean Sanders	Ohio Boys Town, Inc.
4481	73041685 (12652), (12653) & (12654) 060485 057 85 1646, 1645 & 1643	Denise Laughery Becky Rhodes & Wendy Tillis	Vaughan's Cardinal Market
4482	73060785 (12760) 071585 052 85 3864	Lawrence Young	The Ohio State University, Archer House
4483	72070185 (14846) 071285 057 85 1916	Elmer Underwood	The General Electric Company
4484	73042085 (12727) 070285 052 85 3659	Don Carney	Ohio Power Company
4485	73072785 (12899) 091185 052 85 4574	Deborah Smith	Consolidated Freightways Corp.
4486	74041285 (08566) 062185 052 85 3428	Robert Porter	Bradshaw Chevrolet Buick Cadillac, Inc.

4487	73061085 (12755) 071586 73060785 (12756) 071586 052 85 3876 & 3866	Linda Rock	St. Brendan School
4488	73061085 (12766) 071685 052 85 3859	Beth Gibson	Village of Cadiz Police Department
4489	71061285 (17631) 062585 052 85 3566	Cheyenne Williams	City of Cleveland Heights, Department of Public Safety
4490	A3052185 (12685) 061885 052 85 3375	Lee Langacker	Harsco Corporation Kinnear Division
4491	G4021885 (08638) 071985	Father Patrick S. J. Nicolino	Brandywine Ski Center Inc.
4492	73052085 (12741) 070985 052 86 0731	Gerald Rabbit	Rio Grand College
4493	B3042685 (12721) 070185	Curtis Summers	Kaiser Aluminum Chemical Corporation
4494	B1072585 (17918) 090485 B1072585 (17919) 090485	Ronald Patterson	City of Cleveland Civil Service Commission & Dept. of Public Safety
4495	B1041585 (17792) 080785	Steve Scanlon	The Lincoln Electric Company
4496	71091685 (17952) 091685 052 85 4693	Christopher Sharp	The Ohio Carbon Co.
4497	72080785 (15171) 082085 057 85 2367	Jackie Ward	The Fifth Third Bank
4498	B6122084 (08556) 060485	Richard Vitale	Kettering Medical Center

# General Charge Process Procedures



\*Request for Reconsideration

## Appropriations & Expenditures

### Fund 10

<b>Revenue:</b>		2,617,326
Federal Grants Received from EEOC — FY 1986		
FY 1987 Allocated funds for Computer Project		(609,000)
		<hr/>
Total Budget Allocations		2,008,326
<b>Expenditures:</b>		
Salaries & Wages	1,208,896	
Purchased Personal Services	162,390	
Supplies & Materials	34,996	
Motor Vehicle	19,467	
Travel	34,439	
Communications	193,385	
Utilities	4,433	
Equipment Maintenance	20,293	
Rentals	11,617	
Printing	65,885	
General Expenses	190,077	
Equipment Purchases	53,218	
Encumbered FY 86 Appropriations	9,230	
		<hr/>
Total Expenditures		2,008,326

### Fund 11

<b>Revenue:</b>		
Budget Allocations — General Revenue		4,727,648
Less: Budget Cut — .25%		11,819
Unallotted Funds — Collective Bargaining		31,324
		<hr/>
Total Budget Allocations		4,684,505
<b>Expenditures:</b>		
Salaries & Wages	3,909,072	
Purchased Personal Services	51,963	
Supplies & Materials	11,270	
Motor Vehicle	9,352	
Travel	4,349	
Communications	98,356	
Utilities	782	
Equipment Maintenance	36,696	
Rentals	431,402	
Printing	23,504	
General Expenses	18,663	
Equipment Purchases	41,833	
Encumbered FY 86 Appropriations	47,263	
		<hr/>
Total Expenditures		4,684,505